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USDA

A guide
to understanding
the United States
Department
of Agriculture

Office
of Personnel
U. S. Department
of Agriculture

Miscellaneous Publication No. 1337

CONTENTS

	Page		Page
History	3	International Affairs and Commodity Programs	26
Office of the Secretary	9	Agricultural Stabilization and Conservation Service	26
Office of Communication	9	Federal Crop Insurance Corporation	27
Office of the General Counsel	10	Foreign Agricultural Service	28
Office of Investigation	11	Office of General Sales Manager	29
The Judicial Officer	12	Marketing and Consumer Services	30
Departmental Administration	13	Agricultural Marketing Service	30
Office of Administrative Law Judges	13	Animal and Plant Health Inspection Service	31
Office of Audit	14	Food and Nutrition Service	32
Office of Automated Data Systems	15	Packers and Stockyards Administration	33
Office of Equal Opportunity	16	Rural Development	34
Office of Management and Finance	17	Farmers Home Administration	34
Office of Operations	18	Rural Development Service	35
Office of Personnel	19	Rural Electrification Administration	36
Conservation, Research, and Education	20	Agricultural Economics	37
Agricultural Research Service	20	Economic Management Support Center	37
Cooperative State Research Service	21	Economic Research Service	38
Extension Service	22	Farmer Cooperative Service	39
Forest Service	23	Statistical Reporting Service	40
National Agricultural Library	24	Other Organizations in USDA Facilities	41
Soil Conservation Service	25	Graduate School	41

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How it started and How it works.

**This Guide will help you understand the U. S.
Department of Agriculture**

Every agency of the Department of Agriculture cooperated in developing this booklet.

Occasionally, there are changes in the organizational structure of the Department. These changes are made to improve the efficiency of the operation of the Department, but may not affect the

major programs of the agencies. Even though there may be changes in organization, this booklet will continue to be a source of valuable information in understanding and explaining the programs and responsibilities of the Department.

Citizens of the United States elect our President and Members of Congress. Our President, with the advice and consent of the Senate, appoints the Secretary of Agriculture. The Department of Agriculture carries out programs required by law. Through these programs, employees working in the Department render services that benefit all citizens.



AGRICULTURE'S RECORD OF PROGRESS

- First Agriculture Appropriation - \$1,000
- Agriculture Division established in Patent Office

The first fund for Agriculture was appropriated in 1839. Congress appropriated \$1,000 to compile statistics and to collect and distribute seeds.



1839

PATENT OFFICE TRANSFERRED

- Patent Office transferred to the Interior Department
- The Patent Office was transferred from the Department of State to the newly created Department of the Interior in 1849



THE U. S. DEPARTMENT OF AGRICULTURE WAS BORN

- On May 15, 1862, Abraham Lincoln approved an act creating the U. S. Department of Agriculture
- “To acquire and diffuse among people of the United States useful information on subjects connected with Agriculture . . . ”

In addition to the establishment of the Department of Agriculture in 1862, the passage of the First Morrill Act, July 2, 1862, provided for the donation of public lands to the several States and Territories for the endowment, support, and maintenance of colleges of agriculture and mechanical arts.



1862



COMMISSIONERS OF AGRICULTURE

Isaac Newton	1862-1867
John W. Stokes	1867-1867
Horace Capron	1867-1871
Federick Watts	1871-1877
William G. LeDuc	1877-1881
George B. Loring	1881-1885
Norman J. Colman	1885-1889



Between 1862 and 1889 there were seven Commissioners of Agriculture. On February 9, 1889, a bill enacted by the 50th Congress raised the Head of the Department of Agriculture to Cabinet rank—Secretary of Agriculture.

SECRETARIES OF AGRICULTURE

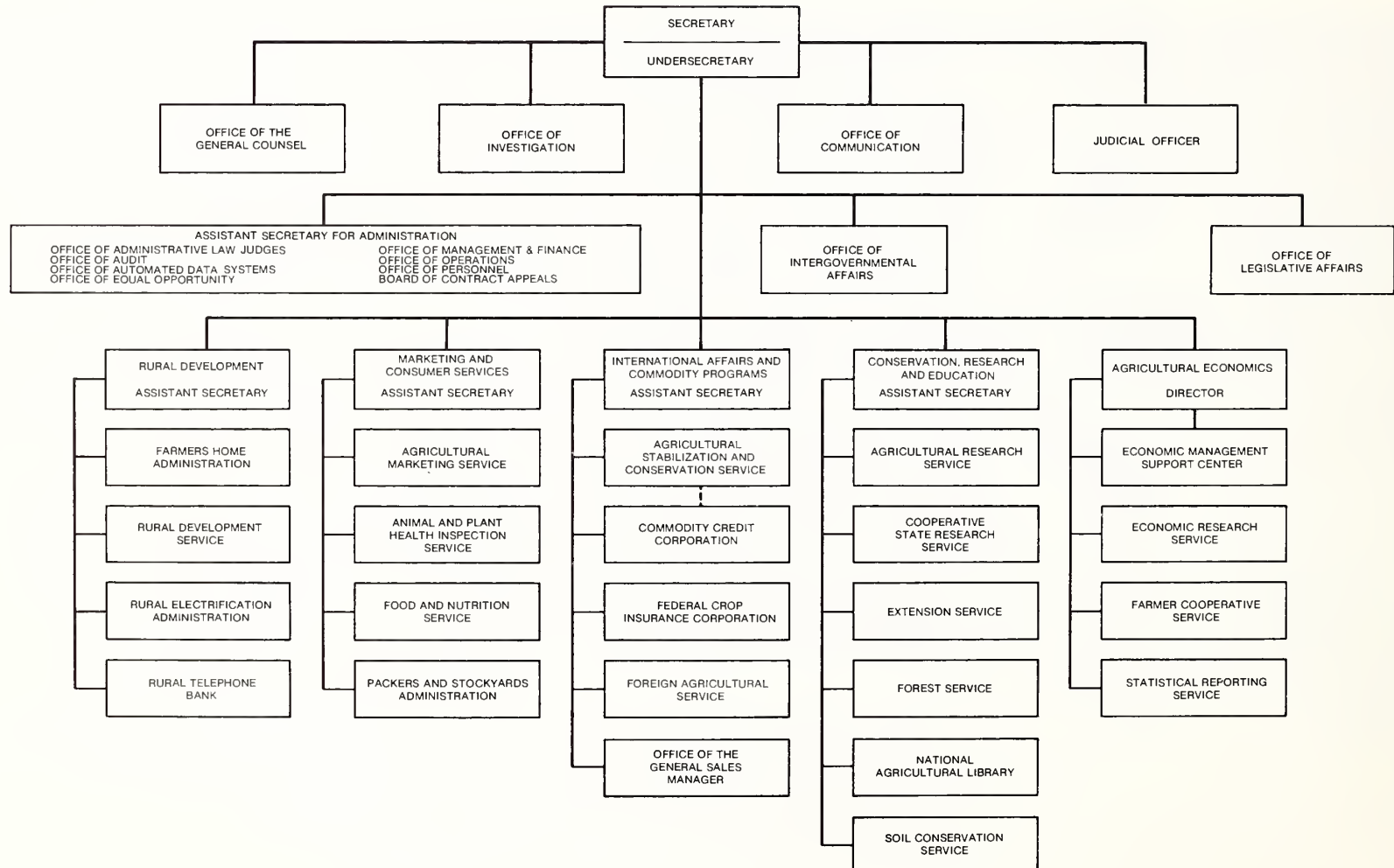
Norman J. Colman	1889
Jeremiah McL. Rusk	1889-93
J. Sterling Morton	1893-97
James Wilson	1897-1913
David F. Houston	1913-20
Edwin T. Meredith	1920-21
Henry C. Wallace	1921-24
Howard M. Gore	1924-25
William M. Jardine	1925-29
Arthur M. Hyde	1929-33
Henry A. Wallace	1933-40
Claude R. Wickard	1940-45
Clinton P. Anderson	1945-48
Charles F. Brannan	1948-53
Ezra Taft Benson	1953-61
Orville L. Freeman	1961-69
Clifford M. Hardin	1969-1971
Earl L. Butz	1971-



Norman J. Colman was the first Secretary of Agriculture. The Secretary of Agriculture with the longest term was James Wilson, who served 16 years. In fact, this is the longest period served by a Secretary of any Government department.

It is interesting to note that a father and son served as Secretary of Agriculture. These were Henry C. Wallace and Henry A. Wallace.

U.S. DEPARTMENT OF AGRICULTURE



OFFICE OF COMMUNICATION

Develops, plans, and executes the Department's information policies and programs.

CURRENT INFORMATION AND SPECIAL PROGRAMS

- Press
- Publications
- Radio and TV
- Special reports

VISUAL INFORMATION

- Design
- Motion pictures
- Photography



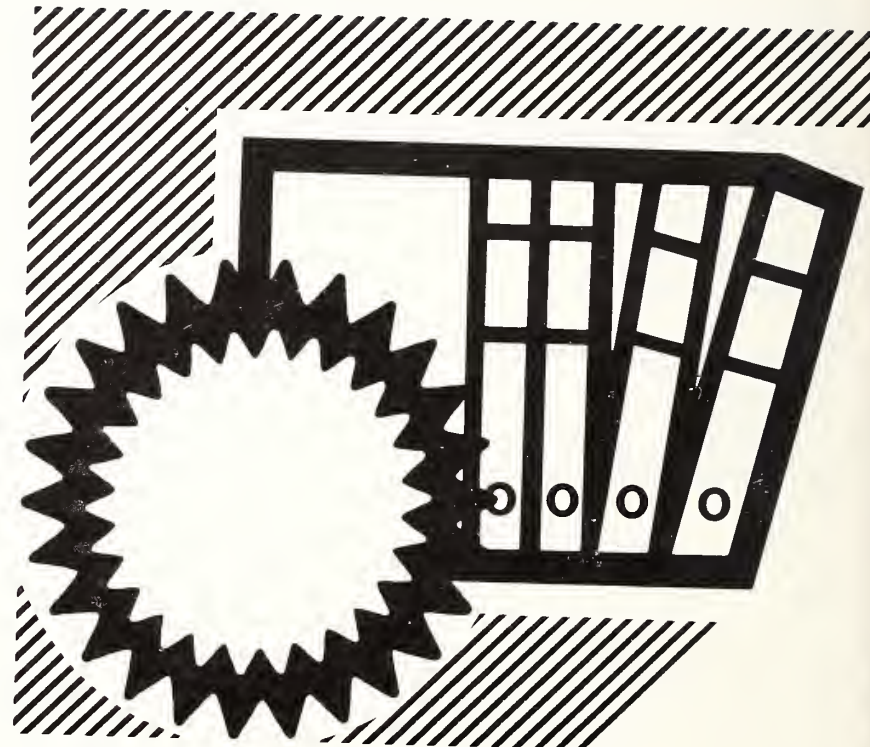
The Office of Communication coordinates all information work of the Department. The Office serves as a point of policy review and as a channel for all official USDA information. It also produces certain information, especially in the visual field.

Through these methods, the Department provides the general public, as well as farm families, with results of research and pertinent details about regulatory and service programs.

OFFICE OF THE GENERAL COUNSEL

Provides all legal services for Departmental programs in regard to:

- Proposed regulations and programs
- Contracts, titles, conveyances, patents, and claims
- Administrative rule - making and adjudication
- Counsel for CCC and FCIC
- Opinions and litigation



Attorneys are the legal advisers to the administrators of Department programs. They render the legal services required to formulate and conduct Department programs and help insure maximum

public benefits from laws enacted by Congress. These services involve legal problems in almost every field of law.

OFFICE OF INVESTIGATION

Formulates, initiates, controls, and directs all investigative activities in the Department

- **Program irregularities**
- **Fraud**
- **Malfeasance**
- **Crimes**
- **Discrimination**
- **Complaints**
- **Misfeasance**
- **Accidents**
- **Violations**
- **Nonfeasance**
- **Misconduct**
- **Conflicts of interest**



The Office of Investigation (OI) is responsible for all investigative functions of the Department of Agriculture. It assures that USDA agencies comply with existing laws, policies, and regulations and that corrective actions are taken when

necessary. The Office of Investigation provides personal security for the Secretary, and supervises and monitors the physical security of the USDA complex. Investigative activities are carried out through a headquarters office

in Washington, D. C. and seven regional offices: New York, N. Y.; Hyattsville, Md.; Atlanta, Ga.; Chicago, Ill.; Temple, Tex.; Kansas City, Mo.; and San Francisco, Calif.

THE JUDICIAL OFFICER

Handles regulatory hearings and decisions involving:

- Federal Meat Inspection Act
- Perishable Agricultural Commodities Act
- Packers and Stockyards Act
- Agricultural Marketing Agreement Act
- Grain Standards Act
- Animal Welfare Act
- Horse Protection Act
- Others



The Judicial Officer reviews initial decisions that are appealed and renders final decisions in regulatory proceedings subject to 5 U.S.C. 556,557, and in

reparation proceedings under the Perishable Agricultural Commodities Act and the Packers and Stockyards Act.

OFFICE OF ADMINISTRATIVE LAW JUDGES

Handles regulatory hearings and decisions involving:

- Federal Meat Inspection Act
- Perishable Agricultural Commodities Act
- Packers and Stockyards Act
- Agricultural Marketing Agreement Act
- Grain Standards Act
- Animal Welfare Act
- Horse Protection Act
- Others



Administrative Law Judges conduct rulemaking and adjudicatory hearings, and issue initial decisions which are subject to the Administrative Procedure Act (5 U.S.C. 556, 557). Such decisions become final decisions of the Secretary unless there is an appeal to the Secretary's Judicial Officer by a party to the proceeding.

"Agriculture Decisions," a monthly publication containing decisions in connection with these proceedings, is published by the Office of Communication.

OFFICE OF AUDIT

Directs, controls, and coordinates all internal audits of the Department.

- | | |
|--|--|
| <ul style="list-style-type: none">• EXAMINES• APPRAISES• RECOMMENDS IMPROVEMENTS | <div>USDA</div> <div>{</div> <div>Operations</div> <div>Programs</div> <div>Policies</div> |
|--|--|



The Office of Audit (OA) is responsible for all internal audit work in the Department. Its mission is to assure that existing laws, policies, and programs are effectively complied with at every level of administration; to conduct thorough audits of USDA programs and activities;

and to insure prompt and appropriate corrective action. The Office of Audit, through appraisals, reviews, and recommendations, services and assists management in achieving efficient and economical administration of operations.

This work is carried out through a headquarters office in Washington, D. C. and six Regional Offices located at: Hyattsville, Md.; Atlanta, Ga.; Chicago, Ill.; Temple, Tex.; Kansas City, Mo.; and San Francisco, Calif.

OFFICE OF AUTOMATED DATA SYSTEMS

Provides centralized leadership to the Department for automatic data processing (ADP).

Responsibilities include the following:

- **ADP plans, policy, and security**
- **Technical guidance**
- **ADP services**
- **Telecommunications**



The Office of Automated Data Systems (ADS) is responsible for providing a USDA information system, developing an integrated computer network for the Department, managing and operating the total ADP resources of the Department,

and providing technical review and approval of agency ADP requirements prior to procurement of hardware or contractual services. ADS also has operational responsibility for five regional computer centers located in Washington,

D. C.; New Orleans, La.; Kansas City, Mo.; Fort Collins, Colo.; and St. Louis, Mo. These computer centers provide centralized ADP services to agencies of the Department.

OFFICE OF EQUAL OPPORTUNITY

Justice +
People =
Opportunity



Office of Equal Opportunity (OEO) provides program and policy direction and coordination in the development and enforcement of USDA equal opportunity responsibilities established by the Civil Rights Act of 1964 and subsequent Executive orders. OEO reviews, analyzes, and evaluates agency programs

and operations to determine compliance with equal opportunity policies, rules, and regulations of USDA and the Federal Government. OEO also administers and enforces provisions of Executive Order 11246 for the specific industries assigned to USDA by the Office of Federal Contract Compliance.

OFFICE OF MANAGEMENT AND FINANCE

Formulates financial and management policy for the Department and directs, coordinates, and provides leadership . . . in the development and execution of Department financial and management programs.

Responsibilities:

- **Budgetary administration**
- **Accounting policies and systems**
- **Financial reporting**
- **Legislative reporting**
- **Program operation, review and evaluation**
- **Management systems, review and improvement**
- **Departmental long-range planning**

The Office of Management and Finance (OMF) provides general policy direction, review, and coordination of budget, financial, and management activities of the Department. OMF represents the Department in contacts with the Office of

Management and Budget; General Accounting Office; Treasury Department; congressional committees on appropriations, budget and other items concerned with these activities. OMF also operates the National Finance

Center in New Orleans, which handles centralized payroll and administrative payments, accounting, and financial reporting for the entire Department.



OFFICE OF OPERATIONS

Manages the Department's support services in the following fields:

- Contracting/grants
- Personal property
- Real property
- Telecommunications
- Transportation

Operates central support services:

- Space
- Central supply
- Mail distribution
- Reproduction
- Communication
- Property disposal



The Office of Operations is responsible for assuring efficient management of 22,000 buildings and over 187.7 million acres of Departmental real estate, 18,000 Government and privately owned motor vehicles used for official purposes, supply

distribution, grant and contractual activities with annual expenditures in excess of a billion dollars for equipment and supplies, construction, research, and services. The Office of Operations also provides space, central supply, mail

distribution, reproduction and communications facilities to employees stationed at the national headquarters, and administrative services for the Office of the Secretary and staff offices.

OFFICE OF PERSONNEL

Personnel services:

- Retirement
- Merit promotion
- Security
- Employment
- Executive development
- Incentive awards
- Upward mobility
- Policy
- Employee appeals
- Personnel systems
- Equal employment Opportunity
- Hours of duty
- Qualification standards
- Health, safety and welfare
- Pay
- Labor-management relations
- Training
- Manpower planning
- Performance evaluation
- Leave

The Department of Agriculture has more than 85,000 employees stationed at approximately 10,000 locations throughout the world. The Office of Personnel provides general direction and leadership for the personnel policies and practices affecting employees during

their period of service with the Department.

This includes position classification and pay, examinations, employment, hours of work, employee development, performance, incentive programs, leave, social security, insurance, unemployment

compensation, employee health, safety, discipline and security, equal employment opportunity, employee relations, services, welfare, and retirement. The Office of Personnel also provides operating personnel services to the Office of the Secretary and staff offices.



AGRICULTURAL RESEARCH SERVICE

- Conducts research on the production of agricultural products.
- Performs research on marketing and nutrition for consumers and research on the industrial use of farm products.
- Conducts research to control and eradicate plant and animal diseases and pests.
- Administers research programs in foreign countries under provisions of PL 480.



The Agricultural Research Service (ARS) conducts basic, applied, and developmental research in the fields of livestock, crops, pest control; soil, water, and air resources; environmental quality; marketing and use of agricultural products; food and nutrition; consumer services; and agricultural health hazards, including food safety, all of which

contribute to USDA missions. Research is conducted at numerous field locations in the States, District of Columbia, Puerto Rico, the Virgin Islands, and in several foreign countries. Much of the work is conducted in cooperation with State agricultural experimental stations, other State and Federal agencies, and with private organizations. National offices for

the Agricultural Research Service are maintained in the Washington Metropolitan Area. Regional offices, which coordinate research programs, are located in four cities across the country. The twenty-seven area offices are located within the geographic area for which they are responsible.

COOPERATIVE STATE RESEARCH SERVICE

Administers programs of research grants to State agricultural experiment stations and other eligible State institutions.

- **Approves and reviews the Federal grant research programs**
- **Gives leadership in coordinating research in the States**
- **Participates in coordinating research of the States and USDA**
- **Provides technical assistance to the State experiment stations in the planning of cooperative regional research**



The Cooperative State Research Service (CSRS) administers the Federal grant programs for agricultural (including forestry) research conducted at State agricultural experimental stations and other State institutions in the 50 States, Guam,

the Virgin Islands, Puerto Rico, and the District of Columbia. The Service also participates in the planning and coordination of research among the States and between the States and the U. S. Department of Agriculture.

THE EXTENSION SERVICE IN COOPERATION WITH STATE EXTENSION SERVICES

Serves as the educational arm of the Department

County agricultural, home economics, 4-H, and community resource development agents, and State and area specialists help local people:

- **Learn about and use research results**
- **Organize for community action**
- **Identify area needs and alternatives**
- **Get the needed facts**
- **Plan self-help programs**

Research results and other information from the Department are useful only when understood and used by people at the local level. This educational job is done by the staff of the Extension Service through the State Cooperative Extension Services at each land-grant university.

The Federal, State, and county governments jointly employ county agricultural, home economics, 4-H, and community resource development agents,

who help the people learn about research results, identify their problems, and plan and carry out their own individual and community self-help programs.



FOREST SERVICE

- **Manages 187 million acres in the National Forest System for multiple use.**
- **Conducts research in forest, range, watershed, and recreation management, and in forest products utilization.**
- **Cooperates with the States and private landowners in the development and wise use of forest lands.**



The Forest Service is responsible for the conservation and wise use of the Nation's forest and related range, water, and other wildland natural resources. It manages 155 National Forests and 19 National Grasslands containing 187 million acres in 44 States and Puerto Rico. The primary resources obtained from these forests -

wood, water, wildlife, forage, and recreation - are managed on a multiple use basis to ensure the maximum benefits for the greatest number of people. Forestry research is carried on continuously to discover ways to improve the management of forest lands, and new and better uses for forest products.

Working in cooperation with State forestry agencies and private landowners, the Forest Service helps provide technical assistance for the protection and management of 574 million acres of State and private forest lands.

NATIONAL AGRICULTURAL LIBRARY

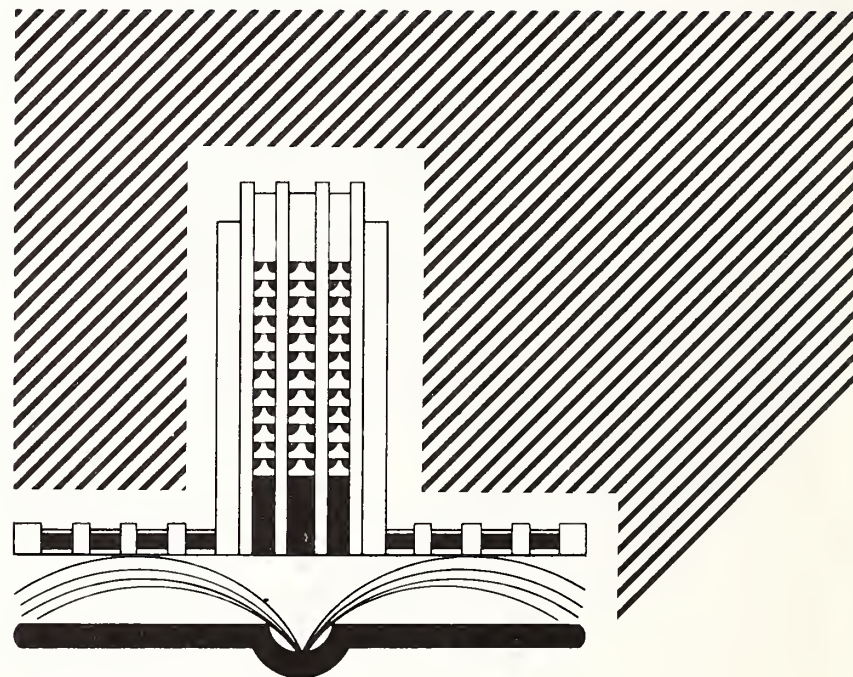
Acquires, preserves, and makes available information concerning agriculture

RESOURCE DEVELOPMENT

Administers programs for acquiring, cataloging, indexing, and analyzing library materials.

LIBRARY SERVICES

Disseminates technical information and knowledge to scientists and researchers in agriculture and related sciences through loan, photoreproduction, and telecommunications. Serves technical information requirements through bibliographies, topical reading lists, state-of-the-art surveys, and other types of reference services.



The National Agricultural Library (NAL) provides information services in support of all Department agencies as well as other Government activities supporting Department missions. It serves as one of the three national libraries in the United States to provide researchers, other

libraries, and the general public with specialized information in the fields of agriculture and related sciences. The collection contains over 1,500,000 volumes. Publications are received regularly from more than 150 countries, printed in approximately 50 different

languages. As the world's largest and most modern library specializing in the agricultural sciences, it gives guidance and direction, nationally and internationally, to library and information programs which support Department goals.

SOIL CONSERVATION SERVICE

Administers programs to conserve soil and water resources through:

- **Technical assistance to farmers, ranchers, and other landowners and operators in soil and water conservation districts**
- **Technical assistance to communities and local government in rural development, and erosion and sediment control**
- **Technical and financial assistance for watershed protection and flood prevention**
- **Long-term, technical, and financial assistance with land use adjustments and soil and water conservation practices on the Great Plains**
- **The National Cooperative Soil Survey**
- **Snow survey and water supply forecasting in the Western States**
- **Resource conservation and development projects to increase economic opportunities through resource management**



The Soil Conservation Service is the technical soil and water conservation agency of the Department of Agriculture. It provides technical leadership and

assistance in programs to develop, protect, and improve soil, water, and related resources to assure a productive agriculture, expand recreation

opportunities, enhance wildlife habitat, and help create a healthy and attractive environment.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

Administers:

To stabilize the Nation's agricultural economy--

- Price support loans and purchases
- Crop and income stabilization

To conserve the Nation's farm resources--

- Certain conservation measures
- Land retirement programs

To protect the Nation's food and feed reserves--

- Commodity storage programs
- Inventory management program

To aid in the Nation's defense--

- Defense and defense mobilization activities as assigned

The Agricultural Stabilization and Conservation Service (ASCS) has 1 commodity office, 50 State offices, and approximately 2,800 county offices. ASCS makes price support loans, purchases and payments, and manages

stocks, including storage, sale, and other disposition of commodities acquired under these operations. It administers measures to promote the safeguarding of soil and water resources on the Nation's farms.

ASCS also administers the production adjustment programs for designated commodities to keep supplies in line with needs. Personnel and facilities of ASCS are utilized in the administration of Commodity Credit Corporation programs.



FEDERAL CROP INSURANCE CORPORATION

Expanding and improving “all risk” investment protection for America’s farmers against . . .

Crops lost from . . .

- Drought
- Excessive moisture
- Plant disease
- Insects
- Frost
- Flood
- Hail
- Wind
- Fire
- Freeze
- Hurricane
- Wildlife

. . . and any other unavoidable cause of loss due to weather



Federal Crop Insurance, the only widespread all-risk crop investment protection available to farmers, is a voluntary program offered on an individual basis on most basic crops (including wheat, corn, cotton, tobacco, and citrus) in most major agricultural counties. Expansion is limited to 150

additional counties and three new crops a year. Insuring crops against all natural hazards over which farmers have no control, Federal Crop Insurance helps to maintain a stable rural economy by spreading the impact of crop loss and damage over a period of many years.

FOREIGN AGRICULTURAL SERVICE

Administers programs relating to foreign agriculture and represents the Department and U. S. agriculture abroad.

- **Provides official diplomatic representation to foreign governments in the field of agriculture.**
- **Works with U. S. farm groups, State governments, trade associations, and business firms to develop export markets for U. S. farm products.**
- **Maintains a worldwide agricultural market intelligence service.**
- **Conducts foreign commodity and competition analyses.**
- **Works to reduce international trade barriers.**

The Foreign Agricultural Service (FAS) helps expand U.S. agricultural exports, and, through a worldwide agricultural attaché reporting system, keeps U.S. agriculture continuously informed of foreign developments affecting it. One of the Service's major responsibilities is to

promote U.S. trade access to overseas markets by working to reduce foreign protectionism. FAS cooperates with private U.S. business organizations in jointly financed market development projects abroad and coordinates the work of U. S. farm groups, State governments,

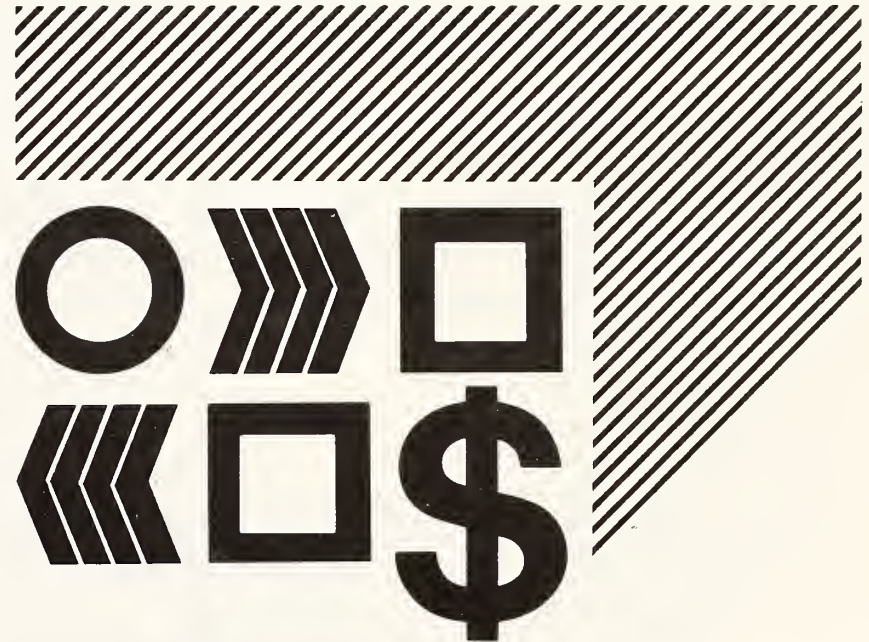
and trade associations in the export field. It also conducts foreign commodity analyses and marketing and economic investigations related to current and prospective competition with U. S. agricultural products in foreign markets.



OFFICE OF GENERAL SALES MANAGER

Major objective is to promote and assist in the expansion of export sales of U. S. produce farm products through:

- **A series of programs and activities in the areas of Public Law 480 commodity exports and other export incentive credit programs, and**
- **Continuing cooperation with other U. S. Government agencies, foreign governments, export trade firms, banks, and ocean chartering agencies.**



The Office of General Sales Manager administers programs to facilitate and expand the export sales of privately owned agricultural commodities and those owned by the Commodity Credit Corporation (CCC). It develops related pricing policies, conducts programs under Public Law 480 and the CCC export credits sales programs, and conducts the

sale of agricultural commodities for dollars on credit terms. It monitors, compiles, and publishes timely data on export sales and related transactions made by private U. S. exporters, and provides technical services to develop export market opportunities and facilitate trade.

AGRICULTURAL MARKETING SERVICE

Administers programs to advance orderly and efficient marketing of the Nation's farm output through:

MARKETING SERVICES

- Standardization
- Grading and inspection
- Market information

REGULATORY FUNCTIONS

- Orderly marketing
- Fair trading practices
- Transportation services
- Research and promotion



The Agricultural Marketing Service (AMS) provides the services and administers the regulations through which our food and agricultural marketing system functions. AMS develops the standards of quality, and grades products according to those standards. It administers laws requiring

fair marketing practices. It operates a nationwide system which reports on prices, conditions and movements of agricultural products. It administers purchase, promotion and marketing order programs to avoid food gluts and shortages. It helps to obtain equitable

shipping services and rates for food and other agricultural products. It provides for safe warehousing of those commodities and supervises research seeking new uses of them.

ANIMAL AND PLANT HEALTH INSPECTION SERVICE

Administers programs to protect consumer meats and poultry, to protect plants and animals from diseases and pests, to advance orderly import or export of farm animals and products, and to foster humane treatment of animals.

CONSUMER PROTECTION

- Meat and poultry inspection for wholesomeness and accuracy of labeling

EXPORT-IMPORT

- Certifying plants and animals for export
- Inspecting plants and animals for import

PLANT AND ANIMAL PROTECTION

- Keeping out foreign pests
- Eradicating domestic pests and diseases
- Regulating veterinary biologics

HUMANE TREATMENT

- Protecting animals used for research, wholesale pet trade, exhibition, and the horse show ring



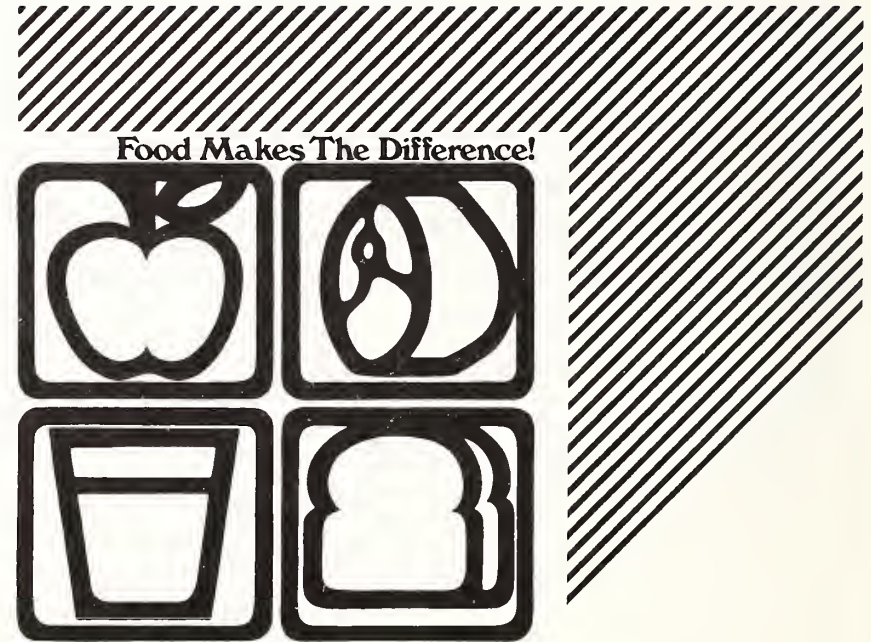
The Animal and Plant Health Inspection Service (APHIS), works with State and local governments to inspect animals, poultry, and their products to make sure these food supplies are safe, wholesome,

and accurately labeled; to protect the animals and plants that make up our agriculture and our environment from pests and diseases; to make sure export/import standards are met in

agricultural trade; to make sure humane standards are met in holding, transporting, and handling warmblooded animals, and in showing horses in the ring.

FOOD AND NUTRITION SERVICE

- Child nutrition
- Food stamp
- Commodity distribution
- Special supplemental food for women, infants, and children



America produces an abundance of wholesome and nutritious food, a basic reason for the exceptionally high standard of living we enjoy. But, many people in our Nation do not share fully in this abundance. The Food and Nutrition Service (FNS) was established to serve as the Department's means of helping those people obtain the food they need.

The agency's responsibilities are in four major programs: Food Stamp, Child Nutrition, Commodity Distribution, and Special Supplemental Food for Women, Infants, and Children—each designed to reach a particular segment of the population. The programs are designed to operate through the cooperative efforts of Federal, State, and local government, and

private industry. The goal of the Food and Nutrition Service is to make food assistance available to every citizen who needs it.

PACKERS AND STOCKYARDS ADMINISTRATION

Maintains free and open competition in marketing of:

- Livestock
- Poultry
- Meat

A program for insuring that effective competition determines market value.

Provides fair play from producer to consumer with emphasis on:

- Fair trade practices
- Honest weights
- Financial protection
- Marketing charges

P & SA regulates over \$35 billion worth of livestock, poultry, and meat sales per year.



Since 1921, the Packers and Stockyards Act has been a positive force in maintaining a competitive climate in the livestock, poultry, and meatpacking industries.

marketing and scale specialists, and industry analysts—operate at all levels of the industry to prevent unfair, deceptive, discriminatory, and monopolistic marketing practices.

Personnel of the Packers and Stockyards Administration (P & SA)—accountants,

FARMERS HOME ADMINISTRATION

Provides credit and counsel in rural areas development. Farmers Home Administration, through supervised credit, helps family farmers make needed adjustments in their operations to buy, operate, and develop family farms, and to continue operations in time of such natural disasters as floods, droughts, and blizzards.

Major objectives are to develop rural communities by:

- Strengthening family farms
- Providing community facilities
- Building rural housing

Supplements but does not compete with credit from other lenders.

In addition, Farmers Home Administration, through supervised credit, helps farmers and other rural families build and repair homes, develop rural community water and waste disposal systems, and develop housing adapted to the needs of the elderly and of farm

laborers. Special credit, accompanied by technical management assistance, is provided to low-income farm and rural families to help these families develop small businesses, improve farming operations, increase their incomes and raise their level of living. Credit is

available to cooperatives serving and mainly composed of low-income rural families. FmHA also helps rural people obtain needed services provided by non-USDA agencies.



RURAL DEVELOPMENT SERVICE

Coordinates and provides leadership for a nationwide rural development effort.

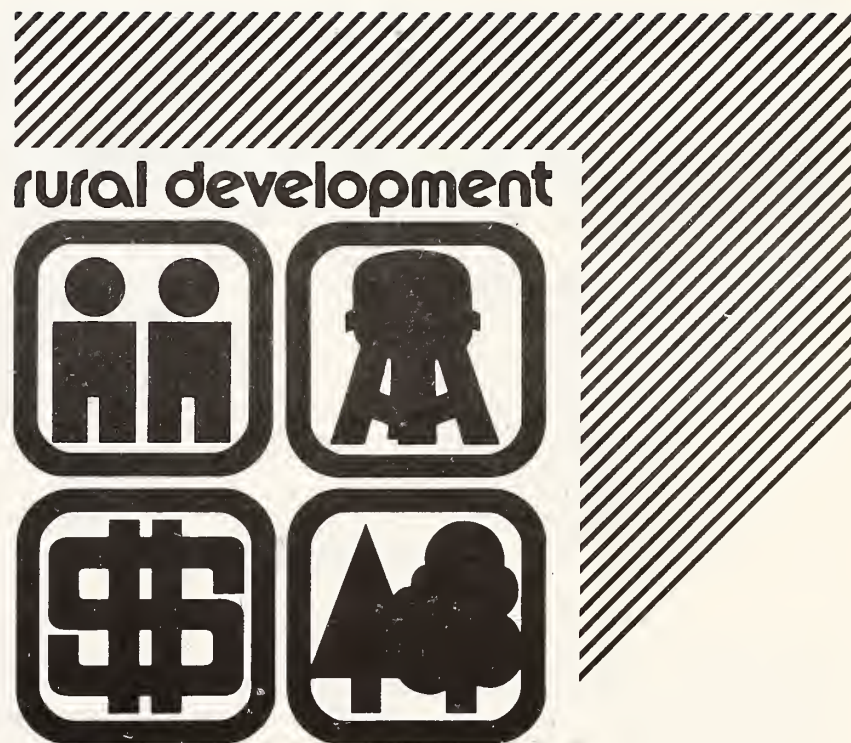
Activities include:

- **Helping rural communities obtain access to development resources—loans, grants, technical assistance**
- **Aiding in improvement of comprehensive planning to promote effective rural development**
- **Conducting a wide-ranging information program that features a computerized information system and personalized one-stop service**
- **Preparing rural development goals in accord with State and local plans and needs**

The Rural Development Service coordinates the nationwide rural development program in support of State and local priorities for improving economic development, community

facilities, human resources, and the environment. RDS cooperates with Federal, regional, and State officials and community leaders. The agency's program is directed especially at

improving resource delivery mechanisms and ensuring that rural communities have an opportunity to obtain an equitable share of federal resources for improving the quality of living.



RURAL ELECTRIFICATION ADMINISTRATION

Helps rural people obtain electric and telephone services by making long-term loans to rural electric cooperatives and other power suppliers to build and operate rural electric systems, and to independent companies and cooperatives to extend and improve telephone service in rural areas.



The Rural Electrification Administration (REA) helps rural people obtain electric and telephone service by making loans and providing technical assistance to qualified enterprises providing the services. The objective is initial and continuous adequate electric and telephone services for rural people on an area coverage basis and under rates and conditions that permit full and productive use of the services. REA loans

are self-liquidating and are made for a maximum period of 35 years. Some 1,093 organizations, largely cooperative, have borrowed REA loan funds to provide electric service. The loans total more than \$10 billion to serve the needs of more than 20 million rural people. Rural electric systems have paid back \$2.8 billion on the principal of their loans and \$1.7 billion in interest.

In the telephone program, 876 companies and cooperatives have borrowed more than \$3 billion to provide all-dial service to more than 9 million rural people. These systems have paid back \$441 million on the principal of their loans and \$337 million in interest.

ECONOMIC MANAGEMENT SUPPORT CENTER

Provides the following management support services for agencies reporting to the Director of Agricultural Economics:

- **Planning, developing, and providing overall direction of management programs**
- **Budget development and financial management**
- **Personnel management and organizational analysis**
- **Procurement and property management, records management, space and communications**



The Economic Management Support Center assists the Director of Agricultural Economics in achieving maximum efficiency and economy in management operations by providing consolidated

management support services to those agencies reporting to the Director—the Economic Research Service, the Farmer Cooperative Service, and the Statistical Reporting Service.

ECONOMIC RESEARCH SERVICE

Conducts economic research on:

- U.S. food and fiber sector
- Foreign assistance and training programs
- World food problems, foreign trade, and trade policy
- Rural economic development
- Economics of natural resource use and development



The Economic Research Service (ERS) provides the basic economic intelligence on agricultural matters, both domestic and foreign. Results of its research and service programs are widely disseminated and are relied upon by farmers, marketing and farm supply firms, processors, transportation groups,

importers and exporters in planning the most profitable adjustments in their operations; by administrators in formulating and executing agricultural programs; by Congress in considering agricultural legislation; and by the general public for understanding food and agricultural problems.

FARMER COOPERATIVE SERVICE

Helps family farmers to live better through effective use of self-help cooperatives.

Programs include the following:

RESEARCH

- **To determine how farmer cooperatives can operate most effectively**

TECHNICAL ASSISTANCE

- **To assist in analyzing and developing solutions to specific cooperative problems, including formation of new cooperatives**

The Farmer Cooperative Service (FCS) conducts studies relating to cooperatives engaged in the marketing of farm products, purchasing of production supplies, and supplying related business services. The agency program provides

technical assistance on the full range of organization and management problems confronting cooperatives. Applied research is conducted on financial, organizational, legal, social, and economic aspects of cooperative activity.

EDUCATION AND INFORMATION

- **To promote the knowledge of cooperative principles and practices and to maintain a central storehouse of information about cooperatives**



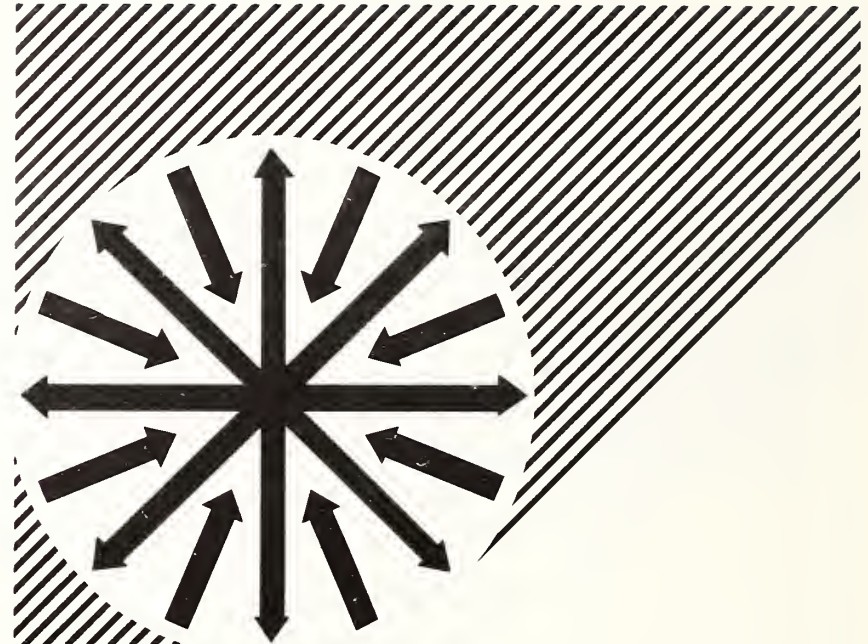
Statistical data are collected to detect changes in structure, operations, and growth trends. This information is communicated to the farmer or member through a variety of agency publications.

STATISTICAL REPORTING SERVICE

Functions as primary data collection agency for Agriculture.

Provides:

- National and state forecasts and estimates on food and agriculture
- Research in statistical methodology
- Clearance, coordination, and improvement of statistics in USDA
- Special surveys relating to the marketing of agricultural products
- Consultative, survey and EDP services



The Statistical Reporting Service (SRS) provides the basic facts needed by growers, dealers, handlers, processors, and all others concerned with food and fiber industries. These facts are valuable for such industries in planning and carrying out programs for orderly

production, processing, and distribution of farm products. The results of the Service's programs, particularly the crop and livestock estimates programs, are widely used and are necessary in establishing agricultural policy at the local, State, and national levels.

THE GRADUATE SCHOOL

Provides opportunity for Federal employees and other adults to continue their education in:

- Evening and Saturday courses
- Special (day) courses
- Correspondence courses

Accepts high school or college graduates for enrollment. The Civil Service Commission accepts credits for examination and qualification purposes.

For further information see your employee development officer.



The Graduate School is a unique institution of learning. It does not grant degrees. It receives no funds from Congress nor appropriated money from the Department of Agriculture. Classrooms are provided after working hours by the USDA and other Government

agencies. Its faculty and committees are drawn largely from professionals and technicians in the greater Washington area and governmental community. A wide variety of courses planned specifically for Government people are available at nominal fees.

